TASK ORDER

CONTRACTOR NAME: Dynamac Corporation
CONTRACT NUMBER: EP-W-09-034
TASK ORDER NUMBER: 01
TASK ORDER TITLE: PHILIS Unit Laboratory Support: Castle Rock, CO
TASK ORDER MANAGER: Lawrence Kaelin
PROJECT OFFICER: Terry Smith
PERIOD OF PERFORMANCE: November 2, 2009 – November 1, 2011

In association with Section 3.1. Task 1, PHILIS unit Laboratory Support, of the PHILIS Statement of Work (SOW), Task Order (TO) 01 requires the contractor to provide direct support for set-up, direct operation, maintenance, and method development of, and using, analytical equipment associated with the PHILIS units. The contractor shall supply the personnel, equipment, and supplies detailed in the SOW to complete this TO. This TO does not constitute an assignment of additional work outside the general scope of the Contract; does not constitute a change as identified in FAR clause 52.243-2 entitled "Changes", nor cause an increase or decrease in performance or change any expressed terms and conditions of specifications of the Contract. Task Order 01 is in specific reference to the Castle Rock, CO facility only.

Tasks to be Performed
Specific to this TO, the Contractor shall provide technical support for the following:

Sub-Task 1

a) The setup, calibration and maintenance, of the six (6) gas chromatograph/mass spectrometers (GC/MS), each equipped with Flame Photometric Detectors (FPD), currently on the Castle Rock PHILIS units. The 6 GC/MS systems will be able to perform analysis of soil, water, air and wipe matrices for EPA listed volatile and semi-volatile compounds using SW-846 methods 8260 and 8270, using appropriate sample preparation methods according to sample matrix. These systems will also be able to perform analysis of Chemical Warfare Agents (CWAs) using an internal EPA validated method for CWAs which is similar in nature to SW 846 Method 8270. If one or more Time-of-Flight (TOF) GC/MS systems is inserted into the PHILIS unit, the contractor shall be responsible for the same set-up, calibration, etc. of the TOF unit(s).
b) The setup, calibration, and maintenance of up to three Time-of-Flight (TOF) GC/MS systems. These TOF units are not currently installed in the Colorado PHILIS, but they may be inserted at a latter date. If inserted at a later date, the methods to be incorporated on these TOF instruments are similar to those stated in (a) above.
c) The setup, calibration, and maintenance of a liquid chromatograph/mass spectrometer (LC/MS). SW 846, as well as internally developed LCMS methods will be employed on these units.

d) The setup, calibration and maintenance of all automated sample preparation equipment including automated pressurized fluid extraction equipment, solid phase extraction equipment, mini-canister and air tube desorption equipment, SPME samplers, purge and trap apparatus, table shakers, sonicators, micro-extraction apparatus, and other associated sample preparation and introduction equipment. Sample preparation equipment shall be able to incorporate appropriate SW-846 methods for each of the sample matrices (air, soil, water, and wipes).
e) The incorporation of any upgrades to the analytical and sample preparation equipment.
f) Become analytically proficient on new analytical methods which are developed by the EPA, including, but not limited to, the chemical warfare agent methods currently under development by the EPA and contained in the SAM v 4.0 document, and future SAM chemical methods.
g) Establish and maintain an inventory of needed supplies and equipment for ordering.
h) Ensure the proper disposal of laboratory waste and the appropriate documentation needed for waste disposal requirements.
i) Ensure that method proficiency is achieved for all analytical methods performed. This includes establishing method proficiency via multiple spiked sample analysis using the method, and establishment of formal Method Detection Level analysis.

Sub-Task 2

a) Analyze environmental samples using approved analytical methods. Sample matrices will include soil, water, wipes, and air. The contractor shall ensure that all samples are analyzed according to the method as stated, unless directed otherwise by EPA. This includes, but is not limited to, ensuring proper tuning and calibration of instrumentation, adequate QC frequency, adequate QC results, and required reporting protocols. Samples may be in the form of "real" environmental samples, or Proficiency Testing (PT) samples.

Sub-Task 3

a) Provide technical assistance to EPA for the purpose of method development, complex analyses, and training. The contractor shall provide upon request technical expertise at meetings and consultations. The PHILIS units may be set and used for training purposes for the EPA to buildup their Response Corps assets for qualified field chemists and technicians to response to an INS. The contractor shall provide technical expertise and assistance during training exercises.

Sub-Task 4

a) Set-up, test, and maintain the Promium LIMS (laboratory information

management system) system to connect all sample log in bar code readers, GC/MS system and other pertinent project information systems and data streams together under a single LIMS.

Deliverables

a) The contractor shall provide documentation demonstrating proficiency in the operation and maintenance of the sample preparation and analytical instrumentation equipment present in the PHILIS units including all GC/MS units, and LC/MS-MS unit. This will be in the form of analytical printouts and result forms. These will be provided to the EPA Task Order Manager upon completion of each method.

b) The contractor shall keep track of all analytical analysis made on each instrument, and through each analytical preparation procedure. This will be done in the form of instrument specific logs books. The contractor will maintain laboratory logbooks for each of the automated sample preparation and analytical instruments. Logbooks shall be updated on a routine basis. Log books will not need to be delivered to EPA outside of the facility, but shall be kept in a location near the operation, and shall be made available to EPA personnel on request.

c) The contractor shall keep a maintenance logbook for each instrument which will include: daily GC/MS and LC/MS tune checks, initial and continuing calibration checks, repair logs, etc.

d) Appropriate maintenance schedules will be formulated for each PHILIS instrument, vehicles and generators, after consultation with NDT.

e) A monthly Status Technical Report documenting the status and necessary repairs of all instruments.

The contractor shall submit deliverables in electronic and hard copy formats. Draft and final deliverables shall be in Microsoft Word, Microsoft Excel, Microsoft Project, and/or Adobe PDF Format. Monthly Status and Technical Reports shall be provided in Microsoft Project and/or Adobe PDF format. Analytical reports will be generated via Promium LIMS software in appropriate EPA format for uploading the EPA Scribe database. A SEDD2a data deliverable format is highly desirable but may not be realistically achievable in the initial stages of the PHILIS units setup and deployment.

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